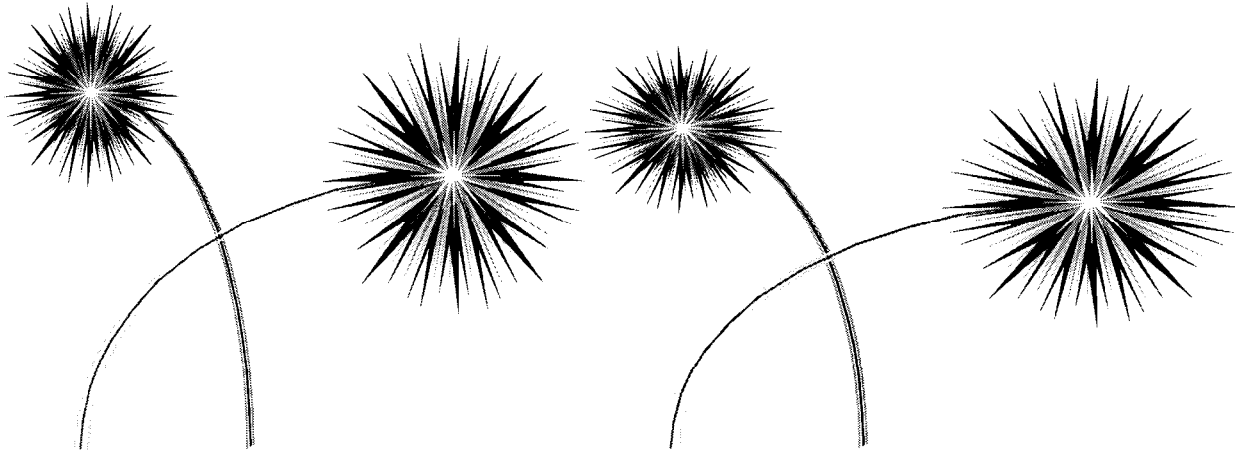


ALERT! ALERT! ALERT!


General Support Services
Office of the State Controller
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ALERT #100



The 100th ALERT from the Office of the State Controller !!!

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Clifford W. Hall 
State Controller

DATE: April 17, 1997

SUBJECT: *Requests for Payee Changes Due to Account Assignments*
Contract Management Task Force (CMTF) Update
Fiscal Resource Task Force (FRTF) Update
Capital Construction

Requests for Payee Changes Due to Account Assignments

A few agencies have been contacted by vendors wanting to change their arrangements for payment because they have sold their accounts receivable to financing companies. Vendors have requested agencies to mail the warrant to the finance company, to change the payee line on the warrant to the finance company, and even to sign a separate agreement to pay the finance company and allow no other credits to the payment even if the state has a right to offset. Agencies should not sign any such agreements and should continue to pay vendors in accordance with any contract or purchase order in force. Vendors may, of course, negotiate extraordinary payment provisions in subsequent contracts and purchase orders. These requested provisions should be reviewed on a case-by-case basis to determine their feasibility and insure they comport with federal reporting requirements, if applicable.



Contract Management Task Force (CMTF) Update

The project is proceeding on schedule and the FY96-97 budget request to support the CMTF project remains intact. The State Contract Procedures and Management Manual is being updated to reflect comments received from state agencies. The CMTF Training Committee has selected and is in the process of contracting with the Human Resource Services (HRS) Division within General Support Services to provide the initial contract management training. HRS was selected over other trainers based on their response to a request for information and an interview conducted by the CMTF Training Committee. The HRS proposal was a joint effort with Community College of Denver and Front Range Community College. Jan Green, an experienced contract manager, will be the primary trainer. Statewide training is scheduled to begin in early September. Questions concerning the CMTF should be directed to John Ivy in our office at 303/866-3765.

Fiscal Resource Task Force (FRTF) Update

The purpose of the FRTF is to identify, locate, classify, and index fiscal resource material that is pertinent to all state agencies. The initial meeting of the FRTF will be held on Thursday, April 24th in Room 620 of the State Services Building, 1525 Sherman Street, Denver, from 8:30 - 10:30 a.m. The purpose of the meeting is to provide a project overview and answer questions from FRTF members. At the meeting, members will be asked to sign up for one or more of the various committees necessary to successfully complete the project. Project completion is forecast to be by the end of the year. Questions concerning the FRTF should be directed to John Ivy in our office at 303/866-3765.

Capital Construction

Currently, a form SC4.1 is required to be submitted through State Buildings to get a capital construction fund project activated. The form SC4.1 need not be submitted to State Buildings for capital construction fund projects that involve 100% capital outlay and not building construction or maintenance. An example would be a 100% capital construction appropriation for computer equipment. Questions about capital construction fund activation should be directed to your field controller.